

# Weekly Newsletter



Westgate C.P.  
School

Inspire · Create · Learn

Spring Term - Welcome Back!

School Website: <https://www.westgatecp.co.uk/>

Happy New Year! I hope you have had a good break and enjoyed the festivities.

On behalf of everyone at Westgate, I would like to wish you a happy and a healthy 2026.



We look forward to welcoming all children back from tomorrow - Wednesday 7th January.

## Staffing Update

We welcomed Mrs Fenn back at the start of December. In addition to teaching Robins Class (Monday to Wednesday), she is also Key Stage One Phase Lead.



Mrs McLean will teach Hedgehogs on Mondays alongside Mr Scott. She continues to teach Wagtails on Thursdays and Fridays.

Mrs Eley is still quite poorly and continues to be off work for the foreseeable future. We send our love and wish her the very best. We have found a great supply teacher to teach alongside Mrs McGhee for 2 days a week. Mrs Piggott will be joining our team and will be at Westgate for the duration of Mrs Eley's absence. She has already spent time in school with the children in Ladybirds Class.

This week, class teachers will be sending out a Spring Term letter, this term's overview and an up to date timetable so that you can see what your children are learning and when.

On **Thursday 29th January**, we look forward to welcoming you into school for the next **Open Classroom** session of the new year. Gates will open as normal at 3.25pm and you can visit the classroom and look at your child's books. Gates will then close at 4pm. The class teacher will be there to speak to but if you need to talk to your child's class teacher separately, please speak to them at the end of the day or email the school office: [admin@westgatecp.co.uk](mailto:admin@westgatecp.co.uk) to arrange a convenient time to meet.

## Risk Assessments

We have reviewed our procedures for Risk Assessments for children who have injured themselves and will require alternative access arrangements in order to be in school.

Before a child returns to school, we ask that you contact us via the School Office to arrange a meeting to talk through what needs to be put in place. We can work together to create a Risk Assessment that will then be shared with all relevant members of staff.

Please contact the School Office if your child needs a Risk Assessment to be put in place.

## Adverse Weather

With this week's weather and the fact that we may have more snow over the coming Winter months, please see below for the arrangements for possible closures.



In case of school closure due to adverse weather, information about Westgate being closed will be shared with you in a number of ways:

- **We will email and message parents/carers via Arbor**
- **Notices will be placed on the school website**
- **Local radio (BBC Radio Suffolk) will broadcast information from 7.30am onwards**

We will only close the school as a last resort. The decision would be made with the safety of children, parents and staff at the heart of it. Many of our staff members and some of our pupils have to travel into Bury St Edmunds and it is important that they are able to do so safely.

We will always try to give parents and carers as much notice as possible in the event of us having to close the school.

Information about school closures is available on the Suffolk County Education website: <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-closures/>

## Car Free Site

The safety of the children, parents and staff is our priority. As such, we are a car free site - this includes parking and driving on site.

Please remember that you **should not** be bringing a car onto site at all at the start and the end of the day unless:

- a) you have a disabled badge, OR
- b) have made a prior arrangement with the office, OR
- c) have a Westgate parking permission badge for your car (please contact the School Office if you think you could be entitled to one), OR
- d) are dropping off for Breakfast Club/collecting from After School Club.

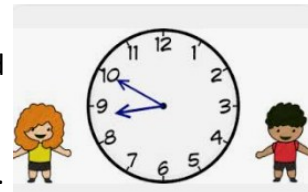
We also ask that you follow the one way system if you do need to come on site.

The front of the school is monitored regularly and we would be grateful if you could continue to help keep our site safe.



## Absence and Lates

The school day begins promptly at 9am. Gates are opened at 8.50am (the Spread Eagle gate is opened at 8.40am) and all gates are closed at 9am.



Last term, there were a number of children arriving late at the School Office.

Please ensure your child is in on time so that they do not miss any vital learning, which starts straight after registration. Not only are the children missing any work started in class, but Mrs Edrupt and Mrs Ward are then having to sign the children in and get them to class, which delays them sorting the dinner numbers for the day.

If you need to request an absence, there are planned absence forms available from the School Office. It is important that these are completed and handed in at least 2 weeks before the planned absence. When completing these forms, please give as much information as possible explaining why the absence has to be during school time.

We fully understand that attendance and taking children out of school in term time is a sensitive issue but we are held to account on attendance figures and have to follow strict guidelines about whether to authorise an absence or not. Please arrange a meeting with myself (Attendance Lead) if you would like to discuss this further.

Unfortunately, there are still lots of illnesses doing the rounds. Please remember that all absences should be reported to the School Office. If your child is ill and will not be coming into school, please phone or email the School Office to let them know as soon as possible. There is a voicemail option to leave a message if the phones are engaged or if you are ringing before 8am.



Please be aware that if you do not contact us each day your child is absent, the School Office will follow school procedures and will contact you as we have to ensure all children are accounted for every day.

## Gentle Reminders

Please ensure you write your child/ren's names onto uniform, water bottles, hats etc. This makes it much easier for us to reunite pupils with their lost property.

Children may wear a simple watch and stud earrings. Please do not send your child into school wearing dangly earrings, necklaces or bracelets. Not only is there a possible health and safety hazard but we would not like to see the jewellery getting lost or broken. We also ask that long hair is tied back and that make up is not worn.

Please ensure that children do not wear football kits for PE, even if they are attending football club on the same day that they have PE. Children should wear school PE kit for PE lessons.

If you are interested in joining the PTA, please contact the School Office. To see their Facebook page showing some of the events they have organised, search for: Westgate CP School PTA.

## School Dinners

Children in Reception and Key Stage 1 are entitled to universal infant free school meals. In Key Stage 2, school dinners must be paid for unless you are in receipt of Benefits Related Free School Meals.



If you think you may be entitled to free school meals, please use the link here: <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/apply-for-free-school-meals>

Please note that money for school dinners should be paid in advance via Arbor. If you need any help accessing this, please contact the School Office. The menus can be found on our website: <https://www.westgatecp.co.uk/lunch-free-school-meals-and-snacks/>

Please keep up to date with payments for school meals. Our Office team will chase debts promptly and if you have a dinner debt, we will ask you to send a packed lunch in for your child/ren.

If you are struggling to pay for the meals, please speak to the School Office. There is an automatic top up feature on Arbor. Please contact the School Office for more information.

We are a Healthy School so please ensure any snacks you send in for playtime are fruit or cereal bars.

Children in Reception, Year 1 and Year 2 are given fresh fruit every day for a snack. However, parents are more than welcome to send in fruit with their children should they wish.

**Please note, we are a NUT FREE school - this includes chocolate spreads in sandwiches and pine nuts.**



## Governor Vacancies

We have some vacancies on our Governing Board. Although we do not have any spaces available for Parent Governors, we do have spaces for anyone who does not have a child at Westgate.

If you know somebody who might be interested in finding out more about being a school governor, please direct them to our school website (<https://www.westgatecp.co.uk/governors/>) or ask them to contact myself or the Chair of Governors via the School Office.

**Dates for the Diary (new dates added are shown in red)**



21st Jan = Y6 Stereotype Swap Careers Day - more info to follow

22nd Jan = Young Voices at the O2

27th Jan = Young Voices performance for parents

29th Jan = Open Classroom Session (3.30pm—4pm)

6<sup>th</sup> Feb = Number Day

10th Feb = Safer Internet Day

12th Feb = PTA Spring Discos

**16th to 20th Feb = Half Term**

5<sup>th</sup> March = World Book Day

13th March = Mothers Day Tea

17<sup>th</sup> and 19<sup>th</sup> March = Parents Evenings

20th March = Red Nose Day

24th March = Rocksteady Concert

27th March = PTA Easter Bingo



**28th March - 12th April = Easter Holidays**

w/b 11<sup>th</sup> May = Y6 SATs Week

22nd May = Staff training day (children not in school)

25th—29th May = Half Term

Friday 17th July—last day of term